UNITED STATES COURT OF APPEALS, FIFTH CIRCUIT
OFFICE OF THE CLERK

Case Processing Clerk

Announcement # 1-2024
Appointment: Permanent/Full-Time
Starting Salary: CL 24 ($43,414 – 54,292) Depending on qualifications & experience
Promotion potential to CL 25
More than one position may be filled from this announcement.
Open/Close Dates: January 12, 2024 – Open Until Filled

Fifth Circuit

The United States Court of Appeals is part of the federal judicial branch of government. The 94 U. S. judicial districts are organized into 12 regional circuits, each of which has a U. S. Court of Appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fifth Circuit was established by congress in 1891, and encompasses districts from Louisiana, Mississippi, and Texas.

Background Check

The Case Processing Clerk position is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check.

Position Overview

The Clerk's Office for the Fifth Circuit Court of Appeals in New Orleans is now accepting applications for the position of Case Processing Clerk (Generalist). The incumbent is responsible for maintaining and processing information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. A Case Processing Clerk must be detail-oriented, self-motivated, and well organized. The incumbent must also be able to multitask, possess integrity and the ability to maintain confidentiality, demonstrate problem solving skills and good judgment, and have a positive, professional customer-focused attitude. Case Processing Clerks work in a fast-paced team environment and report to the Case Manager.

Required Knowledge, Skills and Abilities

- Two-years general clerical experience and one-year progressively responsible clerical experience in a professional office environment (such as legal, banking, accounting, medical)
- Fast and accurate data entry skills
- Excellent oral and written communication skills
- Microsoft Word experience and experience working in a Windows environment
- Ability to process a large quantity of work quickly and efficiently with meticulous attention to detail
- Demonstrated ability to work independently and as a team member to achieve a common goal
- Proven automation and technology proficiency with a working knowledge of database applications

Desired Knowledge, Skills and Abilities

- Associate or higher degree or a vocational certificate in accounting, business, banking, legal, medical, or related field

Benefits

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment
- 20 days paid vacation per year after three years of employment
- 26 days paid vacation per year after 15 years of employment
- 13 days paid sick leave per year
- 11 paid Federal holidays per year (plus Mardi Gras)
- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)
- Choice of medical, dental, and vision coverage from a wide variety of plans
- Pretax flexible spending account programs
- Life insurance options
- Paid off-site parking, subject to availability of funds
- On-site exercise facility

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration. Additional information regarding federal judiciary employee benefits and compensation can be found on the U.S. Courts website at http://www.uscourts.gov/careers/benefits.

Additional Information

This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case-by-case basis.

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship.

Funds are not available to support travel or relocation expenses.

Direct deposit of federal wages required.

The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior notice.

Due to the high volume of applications received, the Court will only communicate with qualified applicants who will be considered for the position. Qualified applicants chosen for consideration are subject to testing for relevant skills. When applicable, applicants are selected for interviews based upon test scores.

Employees serve under "Excepted Appointments" and are considered "at will" employees.

How to Apply

Qualified applicants interested in this position must submit a **single PDF** containing the following:
- Cover letter, and
- AO78 Application for Judicial Branch Federal Employment. The AO78 application form can be obtained from the Fifth Circuit Website, www.ca5.uscourts.gov.

Application packages must be emailed to Clerk_HR@ca5.uscourts.gov (Please reference "Case Processing Clerk 1-2024" in the subject line). Applications that are not submitted as a single PDF or are incomplete will not be considered.

Internal applicants need only submit a letter of interest detailing how they meet the qualifications for the position.

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to, writing, spelling, grammar, Microsoft Word, Windows, and data entry.

The United States Court of Appeals is an Equal Opportunity Employer